

## SAMPLE RESUME WITH SUPPLEMENTAL DATA

**DO NOT – use italics, bold, bullets, borders or any other artistic enhancement**  
**DO – use 10 or 12 pt Courier, Arial or times New Roman font**  
**DO – left align text**  
**DO – include relevant and detailed (paid and unpaid) work experience**  
**DO – use a chronological format**  
**DO – include the required supplemental data**

Brad Pitz  
1026 East 14<sup>th</sup> Street  
Panama City, Florida 32401  
Home: 902-847-8422  
Work (DSN): 761-9615  
Work (Commercial): 703-681-9615  
SSN: 123456789  
[Brad.Pitz@hotmail.com](mailto:Brad.Pitz@hotmail.com)

Provide current contact information; complete address, home/work phone number  
Social Security Number (numeric value only – no hyphens).

List email address

U.S. Citizen - Yes  
Previously employed by the federal government:  
Yes

Are you a US citizen?  
Are you now or have you ever been employed by the federal government (APF or NAF) or a member of the US Armed Forces?

Highest Civilian Grade: NF-4 3 years 4 months  
Title: Program Analyst  
US Army Community & Family Support Center  
Supervisor: John Smith

Highest civilian grade or pay band held; length of time held.  
Title  
Employer  
Supervisor

Highest Military Grade: CPT-O3 9 years 3 months  
Title: Battalion Adjutant  
US Army, 469<sup>th</sup> Engineer Combat Battalion  
Supervisor: Lt Col Mark Eldridge

Highest military pay grade held; length of military service.  
Title  
Employer  
Supervisor

### Work Experience

Feb 2003 to present

Start and End Date (Mo/Year)

Program Analyst  
US Army Community and Family Support Center  
4700 King Street, Alexandria, VA 22302  
Supervisor: John Smith  
721-2222 (DSN)  
703-670-5227 (Commercial)

Title  
List employer's complete address,  
Supervisor's name and phone number.

Pay Plan, Series and Grade: NF-0343-04

List Federal Pay Plan, Series, Grade.  
Account for different grade level(s).  
Include month and year held.

Duties: Determine data required for analysis and devises appropriate methods for securing required information from sources such as reports, surveys, on-site investigations, discussion with officials, statutes, policies, plans schedules, etc. Analyze issues, select and apply accepted analytical techniques. Develop strategic program planning initiatives/modifications that take advantage of current/projected economic/political environments. Monitor and update spreadsheet data to ensure information is appropriate, correct, valid and timely. Develop tracking tools and implementation plans for Army-wide program delivery at installations and remote locations. Assist program managers in the development of short and long-range organization goals and objectives. Evaluate program benchmarks for clubs, food and beverage, and other Army MWR operations. Perform comparative analyses of Army business operations to best in industry, and develop recommendations/plans for improvement.

Jun 1999 to Jan 2003

Financial Management Analyst, Part Time (20-30 hrs weekly)  
Johnson Control World Services, Inc., Fort Irwin, CA 92310  
Annual salary \$33,000  
Supervisor: Grace Marin – 760-380-3582

Quantify weekly, bi-weekly part-time hours.  
List relevant unpaid volunteer work experience.

Duties: Collected data and performed cost analysis essential to preparation and monitoring of annual operating budgetary funding requirements for the MWR Division, Fort Irwin. Prepared and reviewed the activities annual budgets both appropriated funds and nonappropriated funds. Rolled up the seven activity budgets to a division level annual operating budget. Assisted Division Chief with the presentation of the annual operating budgets to the Financial Resource Manager for approval. Analyzed operating procedures, workflow processes and work instructions provided to seven activities with the MWR Division to include the management office. Collected data and prepared administrative and division financial reports to include contract deliverables.

July 1990 to May 1999

Battalion Adjutant  
Pay Plan, Series and Grade: CPT-O3  
US Army, 469<sup>th</sup> Engineer Combat Battalion  
Caven Point US Army Reserve Center, Jersey City. NM 07305-4021  
Supervisor: Lieutenant Colonel Mark Eldridge 606-666-8888

List federal military rank and grade.

Duties: Supervised over 25 Active Guard Reserve and civilian personnel in the daily operation of a reserve center and managed the administrative function of the battalion. Reorganized and improved the files management of the personnel and medical records of a battalion. Processed personnel actions and requests for over 425 officers and enlisted soldiers during a 9-month period. Developed a system to monitor and ensure all officer evaluation reports and non-commission officer evaluation reports were completed on time. Processed all recommendations for awards, reassignments, and promotions. Requisitioned replacements and managed the retention program for the battalion. Collected and analyzed data using complex spreadsheets and specific software database, and assisted with the preparation of the battalion unit status reports. On a daily basis, maintained and updated the personnel and medical records of the battalion to include all training, education records. Established policies and wrote standard operating procedures pertaining to personnel issues for the battalion. Acted as the representative for the Battalion Commander during routine absences each month.

Education:

University of Houston, Houston, Texas  
B.A., Business Administration, major in Finance  
Received 1980

Show highest level of education and year completed.  
List major/minor course of study. If no degree awarded,  
indicate number of semester or quarter hours earned.

Training:

Applied Financial Planning Course  
US Army Community and Family Support Center  
Fort Hood, Texas – 5 days  
Dec 2000

List relevant training courses: include institution,  
length and date completed. Provide short course  
description.

Course for managers to use when analyzing income statements. Focuses on identification of  
negative trends reflected in the income statement and how to trace those back to their operational  
cause. Course also included forecasting, types of forecasting, proven techniques and a discussion  
on pricing.

Awards:

On-the-spot Award  
Assisted with the preparation of Transient Lodging FY 01 Annual Operating Budget.  
Received 2001

List any achievements which are relevant to your  
career goals. Brief description of award and date  
received.

Licenses/Certificates:

Certified Network Computer Technician  
Training Directions College Inc, San Diego, CA  
Received 1999

List applicable – certification type, expiration date,  
state and/or member number and levels attained.

Additional Information:

Proficient in Microsoft Excel, Access, Power Point, Word, RecTrac  
Purple Heart – 1991 (Kuwait 10 Point Veterans)

You may contact my current supervisor.

May we contact your current supervisor?

References:

Name/Phone: Hugh Beaumont, 703-944-8726  
Name/Phone: Norrin Rad, 912-877-4792

Provide the full names and phone numbers of 2  
References (excluding relatives and supervisors).

Pay Preferences:

Pay Plan: Both APF (GS) and NAF (NF) ←

Lowest acceptable grade: GS-11

Lowest acceptable salary: \$58000

Current or most recent salary: \$55000

Accepted Voluntary Separation Incentive Payment (VSIP)

December 31, 1985

US Army Community & Family Support Center, Alexandria, VA

Indicate pay preference for which you are applying: APF (GS) or NAF (NF) or both (APF and NAF). We accept application for GS-09-15 positions & NF-4-5 positions. Lowest acceptable grade and salary (The salary range in the Open Continuous Announcement reflects a specific job vacancy salary range. Positions will list various salary ranges depending on the location and responsibilities of the position. When selecting your “lowest acceptable salary” on your resume, if the salary you select exceeds the maximum salary range in the specific vacancy, you will not be automatically considered for the position). Current or most recent salary. If accepted VSIP, provide date and employer.

ANNOUNCEMENTS

(Open Continuous Announcements)

CF-00-04 Business Operations

CF-00-05 Financial Management

CF-00-08 Program Planning Mgt

**CF06-322** ←

For a Specific Vacancy Announcement include the Vacancy Announcement Number)

Select at least one Open Continuous Announcement #

CF-00-01 Child and Youth Services

CF-00-02 Recreation Management

CF-00-03 Lodging/Hospitality Management

CF-00-04 Business Operations

CF-00-05 Financial Management

CF-00-06 Information Management

CF-00-07 Installation Activities and Support

CF-00-08 Program Planning, Management, & Evaluation

CF-00-09 Army Community Services

CF Other MWR Announcement Number  
(e.g., CF06-322)

**When applying via E-mail or Surface Mail use the Specific Vacancy Announcement Number**

Locations: (Not all inclusive)

AFRC Orlando – Shades of Green

Arkansas

Belgium ←

CFSC – Alexandria

England

Florida

Fort Belvoir

Fort Detrick

Fort Myer

Georgia

Germany

Hawaii

Japan

Puerto Rico

Select from the MWR Career Referral Program Geographic Locations shown on the Supplemental Data Sheet. You will be considered only for Locations selected.

CERTIFICATION: ←

Your resume must include the following certification statement or it will not be processed.

“I certify that, to the best of my knowledge and belief, all of the information on and attached to this resume is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this resume may be grounds for not hiring me or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.”

**MWR CAREER REFERRAL PROGRAMS SUPPLEMENTAL DATA**  
**GEOGRAPHIC LOCATIONS**

Select the locations and list them alphabetically in your resume where you would accept employment. If choosing a state or country, you will be considered for all areas within that locality. Note: You are expected to be available for all locations selected.

	<b>Alabama</b>		<b>Hawaii</b>		<b>New York</b>		<b>Virginia (Continuation)</b>
	Anniston Army Depot		AFRC Hale Koa - Honolulu		Ft. Drum		HQ AMC
	Ft. Rucker		IMA Pacific Region – Ft Shafter		Ft. Hamilton		HQ IMA
	Redstone Arsenal		Ft. Shafter		West Point		IMA Northeast Region –Ft. Monroe
			Schofield Barracks				The Pentagon
					<b>North Carolina</b>		
	<b>Alaska</b>		<b>Illinois</b>		Ft. Bragg		
	Ft. Greely		IMA Northwest Region–Rock Island				<b>Washington</b>
	Ft. Richardson		Rock Island Arsenal		<b>Oklahoma</b>		Ft Lewis
	Ft. Wainwright				Ft. Sill		
			<b>Kansas</b>		McAlester Army Ammunition Plant		<b>Wisconsin</b>
	<b>Arizona</b>		Ft Riley				Ft McCoy
	Ft. Huachuca		Ft Leavenworth		<b>Pennsylvania</b>		
	Yuma Proving Ground				Carlisle Barracks		<b>Germany</b>
			<b>Kentucky</b>		Letterkenny Army Depot		AFRC Edelweiss Lodge- Garmisch
	<b>Arkansas</b>		Bluegrass Army Depot		Tobyhanna Army Depot		IMA Europe - Heidelberg
	Pine Bluff Arsenal		Ft Campbell				
			Ft Knox		<b>South Carolina</b>		<b>Italy</b>
	<b>California</b>				Ft. Jackson		
	Ft. Hunter Liggett		<b>Louisiana</b>				<b>Japan</b>
	Ft. Irwin		Ft Polk		<b>Texas</b>		Camp Zama
	Presidio of Monterey				Ft. Bliss		Okinawa
	Sierra Army Depot		<b>Maryland</b>		Ft. Hood		
			Aberdeen Proving Ground		IMA Southwest Region – Ft. Sam Houston		<b>Korea</b>
	<b>Colorado</b>		Ft Detrick		Ft. Sam Houston		AFRC Dragon Hill Lodge – Seoul
	Ft. Carson		Ft Meade		Red River Army Depot		IMA Korea Region -Seoul
	<b>District of Columbia</b>		<b>Massachusetts</b>		<b>Utah</b>		
	Ft. McNair		USA Soldier Systems (Natick)		Dugway Proving Ground		<b>Belgium</b>
	HQ Mil Dist of Washington				Tooele Army Depot		
	Walter Reed AMC		<b>Michigan</b>				<b>England</b>
			USA Tank Auto (Selfridge)		<b>Virginia</b>		
	<b>Florida</b>				Arlington		
	AFRC Orlando – Shades of Green		<b>Missouri</b>		CFSC - Alexandria		<b>Puerto Rico</b>
			Ft. Leonard Wood		Ft. Belvoir		
	<b>Georgia</b>				Ft. Eustis		<b>Saudi Arabia</b>
	Ft. Gillem		<b>New Jersey</b>		Ft. Lee		
	Ft. Gordon		Ft. Dix		Ft. Monroe		
	IMA Southeast Region – Ft. McPherson, Atlanta		Ft. Monmouth		Ft. Myer		<b>The Netherlands</b>
	Ft. McPherson		<b>New Mexico</b>		HQ DLA		
	Ft. Stewart		White Sands Missile Range				